Grants Management

RECOMMENDED FY25 BUDGET	FULL TIME EQUIVALENTS
$1,044,508	6.00

✳ RAFAEL PUMAREJO MURPHY, **DIRECTOR**

MISSION STATEMENT

The mission of the Office of Grants Management is to develop and support best practices for grants management throughout Montgomery County Government that are consistent with racial equity and social justice goals. In addition, the Office serves as a central point of contact regarding grants that the County receives or awards; provides technical assistance regarding grants management to Executive Branch departments and principal offices; and searches out and identifies Federal and State grant opportunities to Executive Branch departments and principal offices.

BUDGET OVERVIEW

The total recommended FY25 Operating Budget for the Office of Grants Management is $1,044,508, an increase of $435,130 or 71.41 percent from the FY24 Approved Budget of $609,378. Personnel Costs comprise 82.35 percent of the budget for six full-time position(s) and no part-time position(s), and a total of 6.00 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 17.65 percent of the FY25 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following is emphasized:

❖ **Effective, Sustainable Government**

INITIATIVES

⭐ A second Incoming Grants Program Manager II position within the Office of Grants Management will coordinate cross-departmental efforts to apply for and win large-scale energy, environment, and infrastructure State and Federal grant opportunities. As awards come in, the position will provide departments grants management training, mentoring, and support with implementation, reporting, and other compliance requirements.

⭐ The Office of Grants Management will manage a pool of flexible funding for grants pursuit and management tools that can be strategically allocated across departments to meet emerging, major opportunities and/or to be shared amongst smaller departments and offices who have infrequent grant opportunities. These specific grant training, search, pursuit, and leveraging tools are important resources for getting departments "Grants Ready" to attack grant opportunities as they arise or better manage awards received.

⭐ The Office of Grants Management will organize an internal "Grants Ready" conference for MCG employees who have a grants role in their department. The conference events will include, but not be limited to, federal grant writing and grant management best-practices led by outside experts as well as internally led trainings on County procurement strategies for grants, how to hire staff with grants experience, and key internal grants related processes.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

✳ Expand the use of the Office of Grants Management's Outgoing Grants online application platform to more efficiently and expeditiously manage grant agreement approvals, documentation tracking, processes transparency, and overall accountability.

✳ Build upon successful FY24 Incoming Grant tool pilots to increase the use of grant application kick-off meetings, post-mortems, and other customized training practices that enhance the grant skills of existing MCG staff, expedite grant decision-making and maximize application development windows, and ensure lessons-learned are applied to future grant opportunities.

✳ Formalize an Outgoing Grants Learning Path that covers the full life-cycle a grant, from appropriation to close-out compliance, to help departments understand grants when grants may be an appropriate alternative funding tool to procurement contracts, how to design effective competitive grant programs, and oversee implementation of resulting grant awards.

PROGRAM CONTACTS

Contact Rafael Pumarejo Murphy of the Office of Grants Management at 240.777.2775 or Mahnoor Anjum of the Office of Management and Budget at 240.777.2771 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

✳ Grants Management

The Office of Grants Management leads countywide grants strategy and planning by developing countywide policies and procedures to implement best practices regarding grants management; maximize the County's use of Federal, State, and non-governmental grant opportunities; maximize the efficiency and effectiveness of grants awarded by the County; ensure public transparency and ethical practice in grants management; and ensure that grants management in the County is consistent with the County's racial equity and social justice goals. The Office of Grants Management's five core functions in County government are to integrate Racial Equity and Social Justice considerations into all aspects of County grants management, assist departments with winning and complying with outside grant awards, organize equitable and inclusive competitive grant programs in partnership with departments, issue County awards as grant agreements, and report County grants management activities to the Executive, County Council, and public.

The Office also maintains a grants database that includes current information regarding each grant opportunity offered by the County as well as each grant received or awarded by the County. The Director is responsible for submitting quarterly reports on the activities of the Office to the Executive and the Council. These include an overview of the grants process and awards; data regarding grants received or awarded by the County; public outreach activities and outcomes; progress in racial equity and social justice goals; and any recommendations to improve policies and procedures regarding grants management in the County.

BUDGET SUMMARY

	Actual FY23	Budget FY24	Estimate FY24	Recommended FY25	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	210,361	445,594	487,240	671,181	50.6 %
Employee Benefits	50,915	121,649	126,251	188,978	55.4 %
County General Fund Personnel Costs	**261,276**	**567,243**	**613,491**	**860,159**	**51.6 %**
Operating Expenses	44,413	42,135	42,135	184,349	337.5 %
County General Fund Expenditures	**305,689**	**609,378**	**655,626**	**1,044,508**	**71.4 %**
PERSONNEL					
Full-Time	3	5	5	6	20.0 %
Part-Time	0	0	0	0	—
FTEs	3.00	5.00	5.00	6.00	20.0 %

FY25 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY24 ORIGINAL APPROPRIATION	**609,378**	**5.00**
Changes (with service impacts)		
Add: Pooled Resources for Incoming Grants Support [Grants Management]	131,520	0.00
Add: One-time Training for County Employees by Grant Writing USA [Grants Management]	17,000	0.00
Other Adjustments (with no service impacts)		
Shift: Transfer Position from Department of Environmental Protection to Office of Grants Management to Increase Climate Grants Capacity [Grants Management]	118,538	1.00
Increase Cost: Annualization of FY24 Personnel Costs	101,051	0.00
Increase Cost: FY25 Compensation Adjustment	29,208	0.00
Increase Cost: Annualization of FY24 Lapsed Positions	23,868	0.00
Increase Cost: Annualization of FY24 Compensation Increases	18,777	0.00
Increase Cost: Retirement Adjustment	1,474	0.00
Increase Cost: Printing and Mail	1,420	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY24	(7,726)	0.00
FY25 RECOMMENDED	**1,044,508**	**6.00**

FUNDING PARAMETER ITEMS
CE RECOMMENDED ($000S)

Title	FY25	FY26	FY27	FY28	FY29	FY30
COUNTY GENERAL FUND						
EXPENDITURES						

FUNDING PARAMETER ITEMS
CE RECOMMENDED ($000S)

Title	FY25	FY26	FY27	FY28	FY29	FY30
FY25 Recommended	**1,045**	**1,045**	**1,045**	**1,045**	**1,045**	**1,045**
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY25	**0**	**(17)**	**(17)**	**(17)**	**(17)**	**(17)**
Items recommended for one-time funding in FY25, including the training for Montgomery County employees by Grants Writing USA, will be eliminated from the base in the outyears.						
Labor Contracts	**0**	**17**	**17**	**17**	**17**	**17**
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	**1,045**	**1,045**	**1,045**	**1,045**	**1,045**	**1,045**